



Transit Supervisor Full Time

The City of Beloit has a supervisory opportunity available in our Transit Division. The Transit Supervisor assists in the management and supervision of the Transit Division. Responsibilities include the planning, scheduling and direction of the Transit Drivers and Mechanics. Other duties include daily supervision of bus drivers and mechanics to determine conformance to operating schedules and established operating procedures, policies, and work rules. Responsibilities include investigating accidents and passenger incidents as well as preparing reports on the same. The Transit Supervisor is a “working” Supervisor and occasionally will drive buses as do local Transit #643 members.

Candidates must have previous supervisory experience, the ability to maintain time, cost and other pertinent records as well as prepare statistical reports including budgetary analysis. A valid Wisconsin driver’s license as well as a valid CDL with appropriate endorsements for operation of a transit vehicle is required. Prefer a candidate with three (3) to five (5) years’ supervisory experience and a Bachelor’s Degree or any combination of experience and training. Candidates must have the ability to establish and maintain effective working relationships with employees, supervisors and the general public. This position requires the ability to operate a computer utilizing Microsoft software and other budgetary software. The successful candidate will be required to obtain certification in Transit Planning and Accident Investigation as well as successful completion of the TSI Bus Operator Training Course. This position requires frequent evening and weekend work.

Starting Salary: \$53,591 - \$73,760 per year (depending upon qualifications)

Application Deadline: **Please apply by November 28, 2017.** Applications accepted online only at the City of Beloit’s website: www.beloitwi.gov

**City of Beloit
Human Resources Division
100 State Street
Beloit, WI 53511**

Equal opportunity employer